



DEPARTMENT OF THE NAVY
NAVAI.. FACILMES ENGINEERING COMMAND SOUTHEAST
JACKSONVILLE, FL 32211;1,0030

NAVFACSEINST 11241.1
PW7
21 March 2012

NAVFAC SOUTHEAST INSTRUCTION 11241.1

From: Commanding Officer, Naval Facilities Engineering Command Southeast

Subj: CONTRACTOR OPERATED CRANES AND EQUIPMENT OVERSIGHT

Ref: (a) NAVFAC P-307, Management of Weight Handling Equipment
(b) NAVFAC Southeast Instruction 11240.1 Management Of Certified Equipment
(c) NAVFAC P-300 Managemen of Civil Engineering Support Equipment
(d) Corps of Engineers Safety and Health Requirements Manual EM 385-1-1
(e) OSHA Regulations

Encl: (1) Certificate of Compliance Form P-1
(2) Contractor Crane or Rigging Operation Checklist P-2
(3) Contractor Crane Operating Permit
(4) Contractor Crane Non-Operation .Permit
(5) Contractor Crane Discrepancy Form
(6) Contractor Crane Discrepancy Response Form
(7) Crane and Rigging Accident Report

1. Purpose. To establish contractor operated cranes, multi-purpose machines, and other equipment oversight plan in accordance with references (a) and (b) to minimize the potential for damage to government property and injury to government personnel by contractors operating cranes and equipment on Naval Installations within the Area of Responsibility (AOR) of Naval Facilities Engineering Command Southeast (NAVFAC Southeast). This oversight plan is intended to implement policy and provide guidance for contractor owned and operated cranes and equipment throughout the AOR of NAVFAC Southeast and is not intended to, and does not, create any right, or benefit, or trust responsibility, substantive or procedural, enforceable against the United States, its agencies or instrumentalities, or its officers or employees. Public Works Departments (PWDs) may issue policy letters to further clarify roles and responsibilities at their local sits.

2. Scope. This oversight plan relates directly to the use of non-Navy-owned cranes and multi-purpose machines, material handling equipment forklifts, construction equipment such as Backhoes, Excavators, Loaders etc. and rigging equipment, which are used in weight handling operations operated by contractor personnel conducting business on Navy property. This also applies to rigging operations used without a crane or rigging used with forklifts, backhoes, etc.

These cranes and equipment, often from a variety of sources, are incidental to construction contracts, ship repair contracts, demolition contracts, maintenance and other service contracts, deliveries of supplies and equipment, etc. Numerous organizations, including tenant activities, ships, supply departments, Facilities Engineering and Acquisition Department (FEAD), have contracting authority which often involves the use of non-Navy-owned and operated cranes and equipment. Base Operating Service (BOS) contractor owned cranes do not fall under this scope.

3. General Requirements

a. The NAVFAC Southeast Certified Equipment Program Manager (CEPM) is responsible for the oversight of all contractor owned cranes and other Weight Handling Equipment (WHE) on Naval Installations within the NAVFAC Southeast AOR regardless of the contracting agency.

b. Contractor crane and equipment oversight services are provided by NAVFAC Southeast in support of Commander Navy Region Southeast (CNRSE) and tenant commands on a reimbursable basis.

c. For entry into Navy Installations within the AOR of NAVFAC Southeast & specific requirements of the installation during normal work hours (0730-1600, Mon-Fri) the following point of contact numbers are provided. For PWD's with alternate work schedules adjusted work hours shall be communicated to the Contracting Officer(s) for notification to contractors. In addition, a minimum of 24 hours notice shall be provided to the NAVFAC Southeast Crane and Equipment Surveillance Personnel (CESP) prior to arrival at installation to allow for scheduling of inspections.

SUBASE Kings Bay	912 573-4640 /Fax 912 573-2444
NAS Jacksonville	904-542-3120/2461/2463
NAVSTA Mayport	904-270-3320, 3319, 5607, 5222/FEAD 904-270-3204
NSA Orlando	407-381-8654
NAS Key West	305-293-2586
NAS Meridian	601-679-2516 /601-679-2645
NSA Panama City	850-235-5658/850-234-4438/850-234-4439
NAS Whiting Field	850-623-7166/850-623-7018
NAS Pensacola	452-3131 x3116/449-9205
CBC Gulfport	228-871-3814
NAS New Orleans	504-678-9553/504-678-3250
NAS/JRB Fort Worth	817-782-5432/7401
NAS Corpus	361-961-1650
NAS Kingsville	361-516-6062/6369 DSN 876
NAVSTA Guantanamo Bay	DSN 94-660-4282
ROICC Charleston	843-764-4434

d. NAVFAC CESP shall review documentation and inspect contractor cranes equipment and associated rigging gear for compliance with applicable OSHA regulations and reference (a). Contractor Crane Compliance or Rigging Operation Checklist (Enclosure 2)), shall be used as a job site operational checklist to ensure compliance with applicable requirements. If the crane/equipment is determined to be in compliance and all required documentation has been verified, the person conducting the review shall issue a Crane Equipment Operating Permit (Enclosure 3)). The Operating Permit shall be valid for the duration of the contract, but not to exceed 30 days. The permit shall become void if the crane leaves the installation during this period and will require a new inspection prior to re-entry. For contracts with duration of more than 30 days, a complete review of the crane/equipment documentation will be required. If determined to be in compliance, a new Operating Permit will be issued. The following documentation will be required at the designated point of entry:

- (1) Cranes annual inspection.
- (2) Certificate of Compliance Form P-1. (Enclosure 1)
- (3) Copies of operator qualifications by a source that qualifies crane operators (union, governmental agency, or an

organization that tests and qualifies crane operators) for the equipment being operated (See ASME B30 .5) .

(4) Personnel designated and qualified by the crane contractor conducting weight-handling operations, to perform rigger-in-charge duties.

(5) Copy of the load chart for that specific crane.

(6) Cribbing plan (if applicable) .

(7) Routine and critical lift plan (e.g. weights, crane radius, net crane capacity, type of rigging gear, rigging gear net capacity) for all lifts for the period the crane is operating on Navy property.

(8) For critical lifts, a listing of rigging gear to be utilized with OEM Specifications.

(9) Other documentation specific to the Contracting Officer.

e. Commercial service vehicles and other commercial vendors often enter Navy property with category 4 cranes that they do not intend to operate. For those instances, and in lieu of a compliance review, the contractor may elect to complete a Contractor Crane Non-Operation Permit (Enclosure {4}) certifying that the crane will not be operated on Navy property. The permit must be posted in a conspicuous location on the crane or in the cab and may be obtained from the NAVFAC Southeast CSEP.

f. Contractor crane access to gated Naval property shall be restricted to the gates listed below.

SUBASE Kings Bay	Franklin Gate
NAS Jacksonville	North/Commercial Gate
NAVSTA Mayport	Commercial Gate Building 48A
NSA Orlando	Main Gate
NAS Key West	Main Gate
NAS Meridian	Commercial Gate
NSA Panama City	Main Gate
NAS Whiting Field	West Gate Building 3131
NAS Pensacola	Gate 3886 Building 3499
CBC Gulfport	Building 400
NAS New Orleans	Main Gate

NAS/JRB Fort Worth	Main Gate Building 1305
NAVWEPSTA Charleston	Main Gate
NAS Corpus	Main Gate
NAS Kingsville	Main Gate
NAVSTA Guantanamo Bay	C-Pool equipment yard

g. NAVFAC Southeast CESP shall not allow entry of any contractor cranes without satisfactory inspection and verification of applicable documentation as cited on Form P-1 or a Contractor Crane Non-Operation Permit posted on the crane or in the vehicle cab. Surveillance personnel shall coordinate arrival and inspection times of cranes and equipment prior to the arrival of contractor owned and operated cranes. Surveillance personnel shall perform initial inspections to determine if the crane and personnel meet the requirements of reference (a).

h. NAVFAC Southeast CESP shall randomly monitor contractor crane operations on a daily basis. To ensure compliance CESP will check for valid Crane Operating Permits, Certificates of Compliance and Crane Personnel Qualifications. In addition, CESP will verify proper documentation and shall randomly observe crane operations for safe crane operation, proper set up, adequate foundation support and proper rigging practices. Enclosure (2) shall be used to monitor contractor operations.

i. Deficiencies noted during crane and documentation review or while monitoring crane operations shall be documented on the Contractor Crane Oversight Discrepancy Form (Enclosure (5) and forward to the appropriate contracting official for resolution. In the event an imminent hazard is identified, operations shall cease. Contracting officials shall submit a written response for all discrepancies within 10 working days to the NAVFAC Southeast CESP. The Contractor Crane Discrepancy Response Form (Enclosure (6) shall be used to identify the root cause(s) and any corrective actions taken to prevent recurrence.

j. NAVFAC Southeast CESP shall provide Public Works Officers and the Certified Equipment Program Manager (CEPM) with a monthly status report of contractor crane operations. The monthly status report shall consist of all documented deficiencies during oversight of contractor cranes and a brief summary of the overall status of contractor crane compliance on Navy property.

4. Contractor Crane Accidents

a. Any crane or rigging gear accident as defined in reference (a), Section 12 must be investigated and reported. In the event of an accident, contractors shall secure the accident site, protect evidence, and immediately notify the DOD Contracting Officer or the designated local representative and the NAVFAC Southeast CESP.

b. The DOD Contracting Officer, or local representative, will notify the NAVFAC Southeast CEPM upon notification by the contractor by utilizing the following address; NAVFAC SE BSVE Certified Equipment@navy.mil. Additionally, the Contracting Officer/rep must notify the Navy Crane Center (757)967-3834 or e-mail m_nfsh_ncc_accident@navy.mil of an accident involving a fatality, in-patient hospitalization, overturned crane, collapsed boom, or any other major damage to the crane or adjacent property as soon as possible, preferably within 24 hours of notification by the contractor. For all other accidents, notify the Navy Crane Center as soon as practical but not later than three working days after the accident.

c. The contractor will conduct an immediate accident investigation to establish the root cause (s). Crane operations shall not proceed until cause is determined and corrective actions note: includes recovery plans) have been approved and implemented to the satisfaction of the Contracting Officer and the CEPM.

d. Within 30 days, the contractor must provide the Contracting Officer and the NAVFAC Southeast CEPM a WHE accident report using (Enclosure (7)) to include summary of circumstances, an explanation of cause(s), photographs (if available), and corrective actions taken. The Contracting Officer must forward this report to Navy Crane Center regardless of severity upon receipt from the contractor.

e. These notifications and reporting requirements are in addition to those promulgated by OPNAVINST 5100.23 series and related claimant instructions.

5. Contracting Officer Responsibilities

a. Include the minimum requirements of reference (a), and this instruction for contractor cranes and other multi-purpose machines in contracts and require the crane contractor to comply with specific installation regulations governing crane safety. For NAVFAC construction contracts, ensure the requirements of references (a) and (d) are cited and followed.

b. Ensure crane contractors provide documentation to the NAVFAC Southeast CESP as identified within paragraph 3(d) of this instruction and in addition provide a 24 hour notice prior to arrival at the installation to allow for scheduling of inspection.

c. Require the crane contractor that is conducting weight-handling operations to recognize their responsibilities for the safe operation of the crane. This includes the designation of qualified personnel to perform rigger-in-charge duties.

d. Ensure the requirements of paragraph 4 of this instruction are cited and followed.

6. NAVFAC Southeast Crane Equipment Surveillance Personnel Responsibilities

(1) Manage the entry process of all contractor cranes onto all gated Navy Installations within the NAVFAC Southeast AOR as per paragraph 3(h) of this instruction.

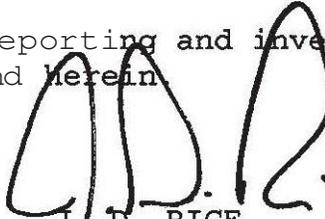
(2) Serve as Naval Installation Commanding Officers and DOD Contracting Officers, "Agent" in matters pertaining to contractor crane requirements per references (a) and (b).

(3) Provide coordination between crane contractors and NAVFAC Southeast Crane Engineering in matters of ground loading permits.

(4) Provide incidental oversight to contractor crane operations in accordance with paragraph 3(i).

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5} Provide accident reporting and investigation as
required per reference (a), and herein



J. D. RICE
By direction

Distribution:
All NAVFAC Southeast Employees
NAVFAC Portal

**APPENDIX P-CONTRACTOR CRANE (OR ALTERNATE MACHINE USED TO LIFT
SUSPENDED LOAD) AND RIGGING GEAR REQUIREMENTS**

CERTIFICATE OF COMPLIANCE	
<p>This certificate shall be signed by an official of the company that provides cranes (or multi-purpose machines, material handling equipment, or construction equipment used to lift loads suspended by rigging gear) or rigging gear for any application under this contract. Post a completed certificate on each crane or alternate machine (or in the contractor's on-site office for rigging operations) brought onto Navy property.</p>	
CONTRACTING OFFICER'S POINT OF CONTACT (Government Representative)	PHONE
PRIME CONTRACTOR/PHONE	CONTRACT NUMBER
CRANE OR ALTERNATE MACHINE SUPPLIER/PHONE (if different from prime contractor)	CRANE OR ALTERNATE MACHINE NUMBER (i.e., ID number)
CRANE OR ALTERNATE MACHINE MANUFACTURER/TYPE/CAPACITY	
CRANE OR ALTERNATE MACHINE OPERATOR'S NAME(S)	
<p>I certify that</p> <ol style="list-style-type: none"> The above noted crane or alternate machine and all rigging gear conform to applicable OSHA regulations (host country regulations for naval activities in foreign countries) and applicable ASME B30 standards. The following OSHA regulations and ASME standards apply: _____ The operators noted above have been trained and are qualified for the operation of the above noted crane(s) or alternate machine(s). The operators noted above have been trained not to bypass safety devices during lifting operations. The operators, riggers and company officials are aware of the actions required in the event of an accident as specified in the contract. 	
COMPANY OFFICIAL SIGNATURE	DATE
COMPANY OFFICIAL NAME/TITLE	
POST ON CRANE (OR ALTERNATE MACHINE) (IN CAB OR VEHICLE) (or in the contractor's on-site office for rigging operations)	

FIGURE P-1

CONTRACTOR CRANE OR RIGGING OPERATION CHECKLIST

		YES	NO
1	Is the Certificate of Compliance, P-1, in the operator's cab (or in the contractor's on-site office for rigging operations) with the current operator's name listed?		
2	Is the crane/machine transited to and from the job site correctly? Are the OEM instructions for travel being followed?		
3	Does the operator know the weight of the load to be lifted?		
4	Is the load to be lifted within the crane/machine manufacturer's rated capacity in its present configuration?		
5	Are outriggers or stabilizers required?		
6	If outriggers are required, are outriggers fully extended and down, and the crane load off the wheels?		
7	Is the crane/machine level and on firm ground, if the ground is not firm is the crane/machine blocked?		
8	If blocking is required, is the entire surface of the outrigger pad supported and is the blocking material of sufficient strength to safely support the loaded outrigger pad?		
9	If outriggers are not used, is the crane/machine rated for on-rubber lifts by the manufacturer's load chart? If stabilizers are used and not outriggers and the wheels are not off the ground is this the correct setup in accordance with the OEM?		
10	Is the swing radius of the crane counterweight clear of people and obstructions and accessible areas within the swing area barricaded to prevent injury or damage?		
11	Has the hook been centered over the load in such a manner to minimize swing?		
12	Is the load well secured and balanced in the sling or lifting device before it is lifted more than a few inches?		
13	Is the lift and swing path clear of obstructions?		
14	If rotation of the load being lifted is hazardous, is a tag or restraint line being used?		
15	Are personnel prevented from standing or passing under a suspended load?		
16	Is the operator's attention diverted?		
17	Are proper signals being used at all times? Is the operator responding properly to the signals? Are radios used for blind lifts?		
18	Is the load lifted a few inches to ensure it is secure and balanced?		
19	Are empty hooks lashed or otherwise secured during travel to prevent swinging?		
20	Does the operator remain at the controls while the load is suspended?		
21	Do the operations ensure that side loading is prohibited?		
22	Are personnel prevented from riding on a load?		
23	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?		
24	If operating near electric power lines, are the rules and guidelines understood and adhered to?		
25	Is the lift a critical lift?		
26	If so, are all regulations understood and check-off sheets initialed and signed off?		
27	Are any overhead power lines in the vicinity?		
28	If so, are complex lift rules and 1926.1407-1411 being followed?		
29	If pick and carry operations are allowed and performed, are OEM directions followed (e.g. rotation lock engaged, boom centered over front or rear, etc.)?		
30	When the crane/machine is left unattended, is it in a safe condition?		
31	Is rigging gear undamaged and acceptable for the application?		

FIGURE P-2 (1 of 2)

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32	Does rigging gear meet applicable ASME or host country standards (e.g. ASME B30.9 for slings, B30.10 for hooks, B30.26 for hardware such as shackles, safety hoist rings, eyebolts, etc, B30.20 for below the hook lifting devices, etc.)?	
33	Is the rigging gear inspected prior to use?	
34	Is chafing gear used to protect slings (especially synthetic slings) and equipment from damage due to sharp corners and edges?	
35	Is the rigging gear used in accordance with its working load limit? Is the load limit visible?	
36	Are positive latching devices used on crane and rigging hooks, or are the hooks "moused"?	
Contractor:		Subcontractor:
Location:		Date:
Notes:		
Signature of Contracting Officer's Representative:		

FIGURE P-2 (2 of 2)

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NAVFAC SOUTHEAST CONTRACTOR CRANE OPERATING PERMIT

DATE ISSUED: Click here to enter text.

EXPIRATION DATE: Click here to enter text.

CONTRACTING OFFICIAL PHONE #: Click here to enter text.

CONTRACT NUMBER: Click here to enter text.

AUTHORIZED LOCATION: Click here to enter text.

CRANE CONTRACTOR: Click here to enter text.

CRANE NUMBER: Click here to enter text.

NAVFAC SE FORM 11241.1-1 (1/12)

Enclosure (3)

CONTRACTOR CRANE NON-OPERATION PERMIT
(CATEGORY 4 CRANES)

POST IN A CONSPICUOUS LOCATION ON THE CRANE OR IN THE VEHICLE CAB

Company name :

Click here to enter text.

Point of Contact (Name / Phone)

Click here to enter text.

Crane Manufacture :

Click here to enter text..

Vehicle ID / Serial Number :

Click here to enter text..

Contracting Official name :

Click here to enter text.

Contracting Official Phone :

Click here to enter text.

Work Location. (building number, pier, lot etc.) :

Click here to enter text.

I certify that this vehicle will be used for the transportation of personnel and materials only. At no time will the crane be operated while on Navy property.

Company Official / Title: (print)

Signature:

Date:

Contractor Crane Discrepancy Response Form

Date: Click here to enter text.	Control #:Click here to enter text.	Contractor name: Click here to enter text.
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Sub Contractor:Click here to enter text.	Crane owner:Click here to enter text.
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Note: Contracting Officials shall submit a written response to all discrepancies within ten (10) working days to the NAVPAC Southeast Crane Surveillance Personnel. Identify the root cause(s) and any corrective/preventive actions taken to prevent recurrence .

Root Cause:Click here to enter text.

Contracting official: Click here to enter text.	Phone: Click here to enter text.	Contract #: Click here to enter text.
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Corrective / Preventive Action Taken To Prevent Recurrence

Click here to enter text.

Contracting representatives signature:	Date:
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CRANE AND RIGGING GEAR ACCIDENT REPORT

Accident Category: <input checked="" type="checkbox"/> Crane Accident		<input checked="" type="checkbox"/> Rigging Gear Accident	
From:		To: Navy Crane Center Bldg. 491 NNSY Portsmouth, VA 23709 C. 7FZ W.;	
Activity:			Report No:
Crane No:	Category:	Accident Date:	Time:hrs:
Category of Service: <input checked="" type="checkbox"/> USPS <input type="checkbox"/> JGPS	Crane Type:		Crane Manufacturer:
Was Crane/Rigging Gear Being Usedh SPS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Was Crane/Rigging Gear Being Usedh a Complex Lift/Critical Non-Crane Rigging Operation: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Location:		Weather:	
Crane Capacity:	Hook Capacity:	Weight of Load on hook:	
Fatal or Pennanent Disability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Material Property Cost Estmata:	
Reported to NAVSAFECEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Accident Type:			
<input type="checkbox"/> Personal Injury	<input checked="" type="checkbox"/> Overload	<input type="checkbox"/> Overan	<input checked="" type="checkbox"/> Damaged Rigging Gear
<input checked="" type="checkbox"/> Load Collision	<input checked="" type="checkbox"/> Two Blocked	<input checked="" type="checkbox"/> Dropped Load	<input type="checkbox"/> Damaged Crane
<input checked="" type="checkbox"/> Crane Collision	<input checked="" type="checkbox"/> Damaged Load	<input checked="" type="checkbox"/> Other: Specify _____	
Cause of Accident:			
<input checked="" type="checkbox"/> Improper Operation	<input type="checkbox"/> Equipment Failure	<input type="checkbox"/> Inadequate Visibility	
<input checked="" type="checkbox"/> Improper Rigging	<input checked="" type="checkbox"/> Switch Alignment	<input checked="" type="checkbox"/> Inadequate Communication	
<input checked="" type="checkbox"/> Track Condition	<input type="checkbox"/> Procedural Failure	<input checked="" type="checkbox"/> Other: Specify _____	
Chargeable to:			
<input checked="" type="checkbox"/> Crane Walker	<input checked="" type="checkbox"/> Rigger	<input checked="" type="checkbox"/> Operator	
<input checked="" type="checkbox"/> Maintenance	<input checked="" type="checkbox"/> Management/Supervision	<input checked="" type="checkbox"/> Other: Specify _____	
Crane Function:			
<input type="checkbox"/> Travel	<input type="checkbox"/> Holst	<input checked="" type="checkbox"/> Rotate	<input type="checkbox"/> Luffing
		<input checked="" type="checkbox"/> Telescoping	<input type="checkbox"/> Other
ON/A Is this accident indicative of a recurring problem?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list Accident Report Nos.: _____			
ATTACH COMPLETE AND CONCISE SITUATION DESCRIPTION AND CORRECTIVE/PREVENTIVE ACTIONS TAKEN AS ENCLOSURE (1). Include probable cause and contributing factors. Assess damages and define responsibility. For equipment malfunction or failure, include specific description of the component and the resulting effect or problem caused by the malfunction or failure. List immediate and long term corrective/preventive actions assigned and respective codes.			
Preparer:	Phone:	E-mail:	Code: Date:
Concurrences: (Include Code, Signature and Date)		Code:	Date:
		Code:	Date:
Certifying Official (Crane Accident Only):		Code:	Date:

CRANE AND RIGGING GEAR ACCIDENT REPORT INSTRUCTIONS

This form is designed for fax transmission without a cover page or by e-mail and, with enclosures and signatures, shall be the official document. Electronic submission will be accepted without signatures but the names of the preparer, concurring personnel, and certifying official (for crane accidents only) shall be filled in. The e-mail address is m_nfsh_ncc_accident@navy.mil. The fax number is (J57) 967-3808.

1. Accident Category: Indicate either crane accident or rigging gear accident.
2. From: The naval activity that is responsible for reporting the accident and UIC number.
3. Activity: The naval activity where the accident took place.
4. Report No.: The activity assigned accident number (e.g., 95-001).
5. Crane No.: The activity assigned crane number (e.g., PC-5), if applicable.
6. Category: Identify category of crane (i.e., 1, 2, 3, or 4), if applicable.
7. Accident Date: The date the accident occurred.
8. Time: The time (24 hour clock) the accident occurred (e.g., 1300).
9. Category of Service: Check the applicable service (SPS as defined by NAVSEA 0989-030-7000).
10. Crane Type: The type of crane involved in the accident (e.g., mobile, bridge), if applicable.
11. Crane Manufacturer: The manufacturer of the crane (e.g., Dravo, Grove, P&H), if applicable.
12. SPS: Was the crane or rigging gear being used in an SPS lift?
13. Complex lift: Was the crane or rigging gear being used in a complex lift?
14. Location: The detailed location where the accident took place (e.g., building 213, dry dock 5).
15. Weather: The weather conditions at time of accident (e.g., wind, rain, cold).
16. Crane Capacity: The certified capacity of the crane (e.g., 120,000 pounds), if applicable.
17. Hook Capacity: The capacity of the hook involved in the accident at the max radius of the operation, if applicable.
18. Weight of Load on Hook: If applicable, the weight of the load on the hook.
19. Fatality or Permanent Disability?: Check yes or no.
20. Material/Property Cost Estimate: Estimate total cost of damage resulting from the accident.
21. Reported to NAVSAFECEN?: Self-explanatory.
22. Accident Type: Check all that apply.
23. Cause of Accident: Check all that apply.
24. Chargeable to: Check all that apply.
25. Crane Function: Check all functions in operation at time of accident. Check N/A if a rigging gear accident.
26. Is this a recurring problem?: Check yes or no. Identify any other similar accidents.
27. Situation Description/Corrective Actions: Self-explanatory.
28. Preparer: Self-explanatory.
29. Concurrences: Self-explanatory.
30. Certifying Official (Crane Accidents Only): Self-explanatory.
31. Brief Description: No more than one paragraph summarizing the resultant incident.
32. Background and Detailed Description: Provide the relevant background in a descriptive timeline of preconditions leading up to the event, as well as a detailed description of the event.
33. Corrective Actions: List all short term and long term corrective actions that are taken to prevent recurrence of the incident. Short Term Corrective Actions are those actions taken that will allow return to work in short time frame. Long Term actions are more 'programmatic' in nature and typically include: process revision, changes in training, 'mistake proofing', etc.

Brief Description:

Background and Detailed Description:

Corrective Actions: